



DEPARTMENT OF THE AIR FORCE
HQ WARNER ROBINS AIR LOGISTICS CENTER (AFMC)
ROBINS AIR FORCE BASE GEORGIA

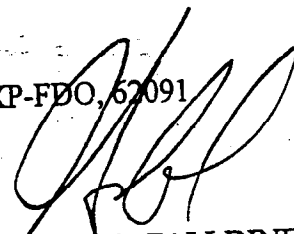
MEMORANDUM FOR SEE DISTRIBUTION

20 Nov 97

FROM: WR-ALC/XP

SUBJECT: Foreign Visits Process

1. Effective 21 Aug 95, all AFMC field foreign disclosure offices (Local ALC FDOs) were given full foreign visit approval authority. All embassy sponsored visits are staffed through SAF/IAD to the field Foreign Disclosure Office who will forward their final determination directly to the appropriate embassy via Foreign Disclosure and Technical Information System (FORDTIS). Visits by countries who are not on-line with FORDTIS will be processed through SAF/IAD channels. SAF/IAD and AFSAC/IPD retain oversight for all visits.
2. Our office can also approve facility invitations and multinational conferences i.e., F-15, Lantirn, C-130 and missile TCG's for member countries. Invitations for non-member TCG countries will require SAF/IAW approval through SAF/IAD and WR-ALC/XP-FDO.
3. Points of contact for foreign visit requests will be required to certify that the information in the purpose of the request is authorized to be discussed with the country requesting the visit.
4. Please provide this office with a central point of contact for all future foreign visit requests to your organization NLT 19 Dec 97.
5. Our point of contact is Chet Branscom, WR-ALC/XP-FDO, 62091


GEORGE L. FALLDINE
Director, Plans & Programs

Attachment:
HQ AFMC/IA Ltr, 18 Aug 95

70-41, Atch 98-2J (AFMCFARS 5327.90)
Post to AFMCFARS 5327.90 by circling the reference and noting in the margin: "See 70-41, Atch 98-2J filed at FAR 27." Then file the atch behind the sups to FAR 27.



MEMORANDUM FOR SEE DISTRIBUTION

18 August 1995

FROM: HQ AFMC/IA
4375 Chidlaw Rd Ste 6
Wright-Patterson AFB OH 45433-5006

SUBJECT: AFMC Policy Change to Foreign Visits Process

1. In accordance with the SAF/IAD memo, 10 Aug 95 (atch 1), HQ AFMC has been delegated approval authority for all unclassified and classified government sponsored visits. The SAF/IADV memo identifies the disclosure requirements for approving/denying foreign visits.
2. Effective 21 Aug 95, all AFMC field foreign disclosure offices (FDOs) will have full visit approval authority. All embassy sponsored visits will be staffed through SAF/IADV to the AFMC field FDO. The field FDO will forward their final determination directly to the appropriate embassy via FORDTIS. Visits by countries who are not on-line with FORDTIS will be processed through SAF/IADV channels. You will provide your determination to SAF/IADV who will forward to the appropriate embassy. SAF/IADV and HQ AFMC/IA retain oversight for all visits.
3. Also effective 21 Aug 95, all AFMC FORDTIS users will be changed from non-OPR to OPR status. Again, this means you will be responsible for replying directly to the embassy when approving/denying a visit request. The "key-strokes" for forwarding your determination to the embassy are the same as when forwarding to SAF/IADV.
4. It is imperative that you be aware of the differences between the OPR and non-OPR responsibilities. The booklet provided to you during the Foreign Visit Processes Training in June shows examples of the different screens. Please remember that on the OPR screen all information above the diamond line is what's provided to the embassy. This includes the name of the POC, office symbol, commercial phone number, and most importantly, any remarks to the embassy. If approving the visit you may advise the embassy to have the visitors contact the POC at least 72 hours prior to the visit date. If you are denying the visit, be very careful of the remarks provided to the embassy. It may be that the POC shown in the request was incorrect or the POC cannot accommodate the visit during the requested dates. If that's the case you may indicate this in the "Remarks" section. Use good judgment in the information you provide to the embassy.

5. The space below the diamond line is where you identify whether the visit is approved, denied, nonsponsored, classification level of information to be discussed during visit and all disclosure limitations/restrictions. The embassy cannot read anything below this line. They have access to the POC and remarks information only.

6. If the visit is going to be approved at a level above UNCLASSIFIED, complete justification must be annotated in the "Conditions/Limitations" block below the diamond line. When identifying a DDL as justification, be very specific. It should state what country the DDL pertains to, the delegation and section number. Identify any documentation that may be released during the visit. Release of documentation information is required for all visits, not just classified ones. It is necessary to provide as much information as you can regarding any disclosure limitations for the visit. If the visit is going to be non-sponsored by your facility, it is not necessary to provide the embassy remarks. The embassies are familiar with this procedure and know a "blank" response means it is a commercial venture and there will be no government involvement during the visit to the contractor facility. However, you must fill in the blocks below the diamond line with an "N" for nonsponsor and indicate in the "Limitations" block that the visit is nonsponsored and there will be no government involvement.

7. The field FDO will have the authority to approve visits at the UNCLASSIFIED level in accordance with the AFMC Basic DDL when a program specific DDL does not exist. Requests to release classified information during a visit in which a country/program specific DDL does not exist must be approved by SAF/IADP.

8. Requests for Extended Visit Authorizations (EVAs) are completed similarly to a visit request. Your response should include the appointed USAF sponsor for the in-coming Liaison Officer, their office symbol, and commercial phone number. Nothing is required in the "Remarks" section. All EVAs will be approved/denied by the field FDO. Once you have reviewed and approved the EVA a courtesy copy should be forwarded to SAF/IADV as well as HQ AFMC/IAO. We recommend that you retain a Security Plan with the EVA, however, it is not necessary to forward one to SAF/IADV or AFMC/IAO. You should continue to use the current EVA format.

9. For anyone who maybe uncomfortable with the OPR screen or any of the information above, please do not hesitate to contact this office for assistance. We are available to walk you through the process until you feel confident enough to do it yourself. Point of contact is Mrs Barbara Jones, HQ AFMC/IAO, DSN 787-9816/6955.


JON R. HAGGSTROM
Deputy Director
Office of International Affairs